



COMPREHENSIVE SPECIFIC SITE PLAN MAP AMENDMENT AND CONCURRENT REZONE SUBMITTAL CHECKLIST

Planning & Community Development

The following information is required in order for your application to be accepted for processing by the Planning & Community Development. Please review each item carefully and provide all the requested information. Clearly label all attachments. Amendment proposals may be submitted at any time, however if it is not submitted prior to the deadline for consideration during that annual amendment cycle, ending the last business day in December, the amendment proposal will not be considered until the next annual amendment cycle.

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

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| <ul style="list-style-type: none"><input type="checkbox"/> Permit Application<input type="checkbox"/> Rezone of Property and Zoning Map Change Criteria attached for review<ul style="list-style-type: none">• Describe how the proposed rezone or zoning map change complies with "Decision Criteria."<input type="checkbox"/> Amendment of the Comprehensive Plan Criteria attached for review<ul style="list-style-type: none">• Describe how the proposed land use map change complies with "Decision Criteria."<input type="checkbox"/> Critical Areas Worksheet. Note: a critical area report may be required if a critical area exists on or adjacent to the site.<input type="checkbox"/> Pre-Application Meeting Date:
_____ (ask for handout)
A pre-application meeting with the City is required to submitting an application for any rezone and/or for a project located in a critical area. A pre-application meeting is required before a neighborhood meeting.<input type="checkbox"/> Neighborhood Meeting Report Date:
_____ (ask for handout)
A summary of the neighborhood meeting.<input type="checkbox"/> Proof of Legal Lot: Please provide the date that the total current parcel was created. (If the creation date is after October 1, 1972 and the parcel is less than 20 acres in area, a recorded plat or short plat was required for its creation. If created by a recorded short plat, a five-year | <p>interval must occur before your parcel may be eligible to be short platted again).</p> <ul style="list-style-type: none"><input type="checkbox"/> Certificate of Sewer Availability: This may be obtained from your sanitary sewer utility. In the City of Shoreline, sanitary sewer service is provided by Ronald Wastewater District (206) 546-2494 and new residences with new sewer hook-ups served by The Highlands (206) 362-2100.<input type="checkbox"/> Fire Flow Availability: Required for all new commercial and residential construction; all commercial additions and remodels; and additions and remodels of residences where the total gross area exceeds 2,500 square feet must show the distance of the nearest hydrant and either the flow calculations or flow test results of that hydrant.<ul style="list-style-type: none">• City of Seattle Public Utilities customers: To obtain a Water Availability Certificate, call (206) 684-5800 Shoreline Water District customers: To obtain a Certificate of Fire Flow Availability, call (206) 362-8100 The Highlands customers: To obtain a Water Availability Certificate, call (206) 362-2100.<input type="checkbox"/> Environmental Checklist – one (1) copy required if not categorically exempt (SMC 20.30.55). The checklist should be completed in ink, or printed, and signed by the applicant. All questions should be answered.<input type="checkbox"/> Vicinity Map – Submit three (3) copies of a professionally drafted vicinity map, drawn at an |
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Business Hours: M – F 8:00 a.m. to 5:00 p.m. ♦ Permit Processing Hours: M – F 8:00 a.m. to 4:00 p.m.

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2/2014

appropriate scale (such as 1' = 100'), that shows the following information within 500' of the site.

- Graphic scale and north arrow.
- Name, address and telephone number of the person who prepared the drawing, together with a drafting date.
- The exact boundaries of all properties within a 500' radius of the perimeter of the subject property.
- The location, width, and name of all public and private roads in the vicinity of the subject property.
- The name and location of any public parks, libraries and similar facilities in the vicinity of the subject property.

☐ **Site Plans – three (2 reduced - maximum 11" x 17" and 1 full size) copies** drawn to an engineering scale (e.g. 1" = 20'). Permit applications for interior work only may not require a site plan.

- Name, address, and phone number of the person who prepared the drawing.
- Graphic scale and north arrow.
- Location, identification and dimensions of all proposed, existing and demolished buildings and their uses. Include projections, roof overhangs, covered breezeways, streets, alleys, rockeries, retaining walls, and fences.
- Note building height. The building height must be calculated based on the average existing grade. The calculation is to be illustrated on the building elevations.
- Dimensions of all property lines.
- Building setbacks from front, side, and rear property lines.

- Easements, including utility, drainage, access, open space. Include the King County recording number for existing easements.
- Location of existing and proposed parking spaces, include traffic flow and all internal walkways.
- Hardscape calculations as a percentage of the existing and proposed site area. Include the square footage for buildings and pavement (may include gravel and similar surfaces).
- Location of all proposed and existing water mains, valves, and fire hydrants.

☐ Frontage improvements for curb, gutter, sidewalk, access drive, and street trees. **Notice Materials:**

- Provide current King County Assessor's quarter-section map(s) with the subject property identified and showing all property within 500' of any boundary of the subject property. Draw 500-foot boundary line on the map(s). Key the list of property list owners to the map(s) by the owners' tax account numbers.
 - **Three (3) sets** of mailing labels for all property owners within 500' of any boundary of the subject property.
 - A copy of the mailing label list.
 - A copy of the Assessor's map with the 500 foot boundary outlined.

NOTE: King County no longer provides mailing label services. Planning & Community Development can provide this for a fee of \$155.75 or the department can provide you instructions how to obtain this information off of the web and how to do a mail merge document to produce two sets of mailing labels for your application.

☐ **Reduced Drawings:** Submit **three (3) sets** of reduced drawings. These drawings shall be 8 1/2" x 11".

Notice Sign: Required to post site on application and decision (not required at submittal). Sign and materials available at the City.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

The Development Code (Title 20) is located at CodePublishing.com

Submittal Fee:

\$9,345.00 for the initial application fee (\$155.75 hourly rate, 60 hour minimum)

\$2,390.00 for the public hearing

\$1,557.50 for Single Family SEPA Checklist review (\$155.75 hourly rate, 10 hour minimum)

\$2,336.25 for Multifamily/Commercial SEPA Checklist review (\$155.75 hourly rate, 15 hour minimum)

Please note: Fees effective 1/2014 and are subject to change. Other Submittal Requirements Related to the Amendment.

Please note that the submission of Engineering Plans, Drainage Analysis, and/or other special studies may be required, such as: a wetland delineation report, geo-technical analysis, or traffic study, etc may be required in order to properly review the amendment proposal and prepare it for public hearing.